



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

S: 1 AUG 02

AFPI-IMM (570-4)

**MEMORANDUM FOR COMMANDER, FIRST UNITED STATES ARMY,
ATTN: AFKA-RM, FORT GILLEM, GA 30050**

SUBJECT: Manpower Assessment (FY03-04)

1. Reference FORSCOM memorandum, AFPI-IMM, 6 Aug 01, subject: FORSCOM Manpower Assessment Schedule (FY02-04).

2. The manpower assessment of First United States Army and its subordinate TDA activities will begin in October 2002. To assist you in preparing for the manpower assessment and also to facilitate your data collection efforts, input format is provided at Encl 1. Recommend this information be distributed to all affected activities for their use in identifying primary workload and rationale for requested staffing. The following specific information should accompany input data with initial input provided NLT 2 Aug 02.

- a. Commander's Remarks
- b. Mission Statements (at Battalion level)
- c. Organizational Structure (including Command/Staff Lines)
- d. Current Working TDAs
- e. Historical Assigned Strength and Workload

5. Additional information can be provided by Mr. Richard A. Beal, DSN 367-7332, e-mail bealr@forscom.army.mil or Ms. Joelle Garlow, DSN 367-5783, e-mail garlowj@forscom.army.mil.

Encl
as

Joelle Garlow
for J. RANDALL ROBINSON
Chief, Installation Management
Support Division

WORK CENTER: (Self Explanatory)

TDA CCNUM: (Identify latest approved TDA CCNUM)

TDA PARA: (Identify TDA/MTOE paragraph number(s) of function(s) described in write up)

1. MANPOWER DATA (by type).

	MTOE			TDA/AUG TDA				TOTAL
	OFF	WO	ENL	OFF	WO	ENL	CIV	
Assigned Strength								
Recommended Requirements								

2. DOCUMENTED OVERTIME. Identify officially documented civilian overtime and functions it was in support of.

3. MISSION. Provide mission statement.

4. FUNCTIONS. Provide a brief functional description of the work center in support of identified mission statement.

5. HISTORICAL WORKLOAD. Identify a minimum of 6 months primary workload (e.g., transactions processed) related to desired Requirement level. Be specific. Provide projected workload volume if historical workload is not representative of anticipated workload. Explain.

6. BACKLOG/WORK NOT ACCOMPLISHED. Describe the functions/tasks; quantify acceptable level of backlog; identify impact (on primary mission) on backlog/work not being accomplished; identify recommended staffing to offset backlog.

7. DOCUMENTED (PAID) OVERTIME. Identify total number of hours of overtime documented on timecards by employee.

8. ADDED MISSIONS. Describe functions/tasks; identify/provide directive for the added mission; quantify associated staffing; and identify resources received in support of new mission.

9. INSTALLATION RATIONALE/JUSTIFICATION.

a. Identify all APF Requirements sought by Number of Positions, Position Title, Type (military or civilian), Grade, Series/MOS, and primary functions associated with each.

b. Provide rationale and justification for requested positions.

c. Describe local peculiarities to include unusual physical layout, abnormal operating conditions, operating hours and other factors that affect staffing needs.

d. Identify positions mandated by regulation or statute. For requested military positions, be specific as to why the position must be military.

**MANPOWER ASSISTANCE AND REVIEW TEAM (MART)
ADMIN/SUPPORT REQUIREMENTS**

1. Designate a project POC and functional area POCs.

2. Arrange in-briefing. It is recommended that key staff (including division chiefs of major functional areas) be invited.

3. Administrative Support:

a. Adequate team workspace, to include tables/desks and chairs, for team members.

b. Telephone with DSN or FTS access.

c. Direct access to high-speed copy machine.

d. Nearby FAX machine.

e. Adequate AC outlets in Team Workspace for computers/printers.

f. At least one dedicated laser printers (prefer two).

g. Access to team workspace/facility during non-duty hours, to include weekends.

4. Administrative Supplies:

a. Paper for use with laser printers/copier.

b. Specific items:

3-Hole Punch

Heavy Duty Stapler

Paper clips

Standard Stapler